



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: School Corporation/Charter School Treasurers/Business Managers

FROM: Peggy E. Smith
Fiscal Analyst

SUBJECT: Biannual Financial Report January 1 to June 30, 2009

DATE: June 17, 2009

The Biannual Financial Report is the basis for information requested by local, state, and federal educators and others for use in planning the management of school finances. The information furnished must be accurate, complete, and reflect the detailed sources of revenue and type of expenditures in exact dollars and cents. Care should be taken to ensure the mathematical accuracy of your report.

The Biannual Financial Report data must be submitted electronically (email), as an attachment, to pesmith@doe.in.gov. ***The data will not be processed until the certification page is received.***

To eliminate reporting errors, please be sure your data is submitted in accordance with the updated Tables of Sections, Funds, Receipt accounts, Expenditure accounts, and Objects. These tables, along with the certification page, can be found online at <http://www.doe.in.gov/finance/welcome.html>. All new line items on the tables have been italicized for easier recognition. Line items that are no longer in use have been struck out on the tables. The certification page must be submitted and include the data found below, if not included in the data:

1. Investment Balance Outstanding by Fund on January 1, 2009;
2. Statement of Obligations as of June 30, 2009; and
3. Certification of the Financial Report.

Please be reminded that the Biannual Financial Report is due in our office **on or before August 3, 2009. Due to timely and accurate financial data requests received from numerous sources, extensions will not be given for this report.** If you have any questions or need assistance, please contact me at 1-866-234-1414 (toll free) or (317) 232-0840.